

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-13-008

**OPEN TO:** All interested candidates

**POSITION:** Development Program Specialist-  
Monitoring and Evaluation  
Office of Program Management

**OPENING DATE:** March 28, 2013

**CLOSING DATE:** April 10, 2013

**WORK HOURS:** 40 hours/week

**SALARY:** (JD17,542 – JD28,943)  
Position Grade Level 11

**PLACE OF PERFORMANCE:** Amman, Jordan

USAID/Jordan has an immediate vacancy for Development Program Specialist-Monitoring and Evaluation for the Office of Program Management (OPM). This is a Personal Services Contract (PSC) position, grade FSN-11. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-11 level. USAID/Jordan will select more than one candidate with this solicitation.

## **Basic Function:**

The Development Program Specialist - Monitoring and Evaluation (M&E) works in the Mission's Program Office and reports to the Supervisory Program Officer or his/her designee. S/he is responsible for coordinating USAID/Jordan's program monitoring, evaluation, and assessment activities and supports Mission reporting. To accomplish this, the incumbent provides necessary support to technical offices to meet Agency expectations with respect to all areas of responsibility. This includes playing a quality assurance role, and advising technical offices on Agency and Mission policies, procedures, and guidelines. Furthermore, the incumbent liaises with technical offices and partners to capture their activities in the overall Mission performance management system. The incumbent will be the Cognizant Technical Officer (COR) for the Mission-

wide M&E support project, and the COR for individual evaluations conducted outside the scope of the M&E support project. S/he also plays an important role coordinating performance management and reporting across the embassy with respect to other agencies that provide foreign assistance.

### **Major Responsibilities:**

#### **Monitoring and Evaluation:**

The Development Program Specialist serves as the Mission expert in program monitoring, evaluation, assessments, and reporting. Specifically, s/he has the following monitoring and evaluation duties and responsibilities:

- Supervise one staff member – a Management/Geographic Information System specialist, who will oversee the development and maintenance of a performance management and mapping database.
- Advise the technical offices on all aspects of Mission and Agency monitoring and evaluation policy, guidance, and resources.
- Ensure Mission compliance with Agency policy regarding performance measurement and evaluations.
- Prepare the Mission's annual monitoring and evaluation plan and advise on budget resources required to carry out the plan. Monitor and facilitate implementation of the plan.
- Draft or comment on scopes of work and facilitate the identification of procurement mechanisms and participate in the selection of contractors.
- Serve as the COR for the Mission-wide Monitoring and Evaluation Support Project. This project requires considerable coordination between the Mission's technical offices and the contractor. Services include overseeing evaluation assistance, training for Mission and partner staff, M&E support for implementing partners, review and establishment of baselines and targets, survey work, strategic communication and information sharing, maintenance of performance management plan, data collection, data quality assessments, a management information/geographic information system, and building the capacity of technical partners.
- Serve as the COR for evaluations conducted by the Mission and assist in coordinating sector assessments. As COR of evaluations that fall outside the Mission's M&E contract, the incumbent is responsible for all financial and administrative matters pertaining to these projects, including voucher review, monitoring expenditures and providing administrative approval of payment document.

- Coordinate the development, refinement, adoption, maintenance, and use of monitoring, evaluation, and assessment tools, mechanisms, systems, and database applications (e.g., the Mission Performance Management Plan and a database of Mission-wide performance related data as well as a mapping tool). Support technical offices to improve their partner systems as well.
- Design, adapt, implement and/or facilitate training programs for technical officers and partners in performance management, monitoring, evaluation, assessments, and reporting.
- Assist technical teams and implementing partners with the development and completion of mandatory data quality assessments to support indicator reporting. If weaknesses are found, advise implementing partners on how to improve systems and conduct follow up review for compliance.
- Serve as the interagency technical liaison on monitoring, evaluation, and performance reporting within the overall program effort of the USG. As such, provide guidance to embassy counterparts to assist them in meeting monitoring and evaluation requirements, particularly with respect to data quality assessments.
- Coordinate biannual portfolio reviews. Document action items and follow up to ensure that they are completed in accordance with agreed timetables.
- Analyze evaluation findings for applicability to future programs, and ensure that recommendations are adopted in a timely manner. Develop and maintain a reporting system to track the progress of assessments and evaluations, including actions emanating from them.
- Analyze monitoring and evaluation sections of partner reports and discuss areas of concern with responsible CORs.
- Work closely with the Outreach and Communications Team to ensure USAID/Jordan assessment and evaluation reports are distributed/posted so findings are shared with stakeholders.
- Liaise with other donors in Jordan and the GOJ to understand their assessment, monitoring, and evaluation systems and plans for the purpose of coordinating data collection and analysis through sharing of information; facilitate meetings/workshops to share evaluation findings and discuss how to implement them.
- Pursue possibilities for joint assessment work with the GOJ to build their monitoring and evaluation unit and promote coordination.

### **Reporting:**

Under the direction of the Supervisory Program Officer, the Development Program Specialist will carry out regular reporting responsibilities within and outside the Agency on overall impact and progress towards achieving specified targets. S/he will maintain

key background and reference documentation on the Mission's performance to enable the Program Office to better manage Mission reporting requirements. Specifically, s/he has the following documentation and reporting duties and responsibilities:

- In close collaboration with the Senior Program Development Specialist, coordinate inputs to the Mission's annual Performance Plan and Report. Review, edit, and compile draft performance narratives, data tables, and special reports to ensure quality control and compliance with Agency guidance.
- Distribute relevant lessons learned found in reports and evaluations that might be useful for new activity development and mid-course corrections in ongoing activities. This may include helping to organize roundtables and conferences for information sharing purposes.
- Coordinate, collect, and consolidate quantitative and qualitative performance management and impact data, as well as indicator information, into the Operational Plan and Mission Resource Request, as required; and, assist in drafting narrative that explains how performance was factored into strategic and budget decisions.
- Assist technical offices in the drafting of language for contracts and grants to ensure that partners integrate monitoring, evaluation, and reporting into their proposals and implementation approaches, and that the timing of such reporting is consistent with Mission external reporting requirements.
- Support the Outreach and Communications Team with providing guidance to technical offices and implementing partners on preparing success stories. Review success stories for submission to USAID/W. Help draft special articles related to impact of the Mission's work.
- Ensure that the Outreach and Communications Team receives success stories and other performance/impact reports to more effectively tell the Mission's story.
- Support maintenance of the Mission's Geographic Information System by providing relevant monitoring and evaluation data to the Outreach and Communications Team for upload into the system.

#### **Minimum Qualification Criteria:**

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submission fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

## Qualification Criteria:

1. Master's degree in Economics, Political Science, Public Administration, International Development, Business Administration, or another social science is required. **Supporting documentation (i.e. a copy of Master's degree certificate) must be included in the application for eligibility purposes.**
2. Five years of progressively responsible and relevant professional experience in developing, managing, evaluating, and assessing development programs. At least two of these years must have been with an international organization, donor, or a non-governmental organization.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; or the candidate will be tested again.
4. Skills & Abilities:
  - a. Must have demonstrated ability to develop and maintain excellent working relationships and coordinate all areas of responsibility with USAID Mission middle and senior level staff, implementing partners, donors, government officials, and other members of the U.S. Government Agencies heads.
  - b. Must have demonstrated excellent oral and written communication skills, with demonstrated ability to draft complex documents and performance reports.
  - c. Must have demonstrated excellent analytical skills and the ability to plan, develop, implement, manage, and evaluate various reporting systems' and reports.
  - d. Must have demonstrated ability to work effectively with a multi-disciplinary and multi-cultural team environment, with demonstrated ability to effectively manage, supervise, train, and mentor staff.
  - e. Must have demonstrated strong computer skills in specialized software, including Windows 2003, the Microsoft Office Suite, word processing and spreadsheets. Must have demonstrated ability to navigate and research the Internet.

**Selection Process:**

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Current internal Mission employees must have completed 52 weeks of employment in their current position before being eligible to apply. Current internal Mission employees serving a probationary period are not eligible to apply.

Interested applicants for this position should submit the below listed forms electronically to: Email: [usaidemployment@state.gov](mailto:usaidemployment@state.gov)

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:  
[http://jordan.usembassy.gov/job\\_opportunities.html](http://jordan.usembassy.gov/job_opportunities.html)

**Benefits and Allowances:**

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Transportation & Miscellaneous Allowances
- 13<sup>th</sup> & 14<sup>th</sup> Month Bonuses
- Jordanian Social Security
- Mission Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

**Point of Contact:**

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.